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MEMORANDUM FOR: Director of Personnel

SUBJECT : Estimate of Agency Personnel - 45 Years of Age or Over -  
With Five or More Years of CIA Civilian Service Overseas  
as of January 1, 1963

1. Inasmuch as a recent pilot study showed the system for tabulating CIA civilian service overseas to be 45% inaccurate, an effort has been made through other means, described in paragraphs 4 and 5, to provide a better estimate and to identify personnel with five or more years of CIA overseas service as of January 1, 1963.

2. This estimate shows that [REDACTED] persons over 45 years of age studied had five or more years of overseas service. Their distribution is presented in Tab A in accordance with career service affiliation and five year age groups.

3. The names of [REDACTED] individuals having five or more years of overseas service are shown in order of length of service, by the Career Services of the major complexes in the following tabs:

Tab B - DD/P Clandestine Services  
Tab C - DD/S Career Services  
Tab D - DD/I Career Services  
Tab E - DCI Area Comptroller.

4. Set forth below is a brief description of the steps taken to provide this estimate:

a. The following information was listed by Career Service on the Agency employees studied who were on duty January 1, 1963, and who were 45 years of age or older:

- (1) Name (obtained from current rosters)
- (2) Year of Birth (obtained from current rosters)
- (3) Total Federal Service January 1, 1963 (obtained by updating the Ellsworth Formula Study to January 1, 1963)\*
- (4) Total Months CIA Overseas Service 30 June 1958 (obtained from Ellsworth Formula Study)

\* Machine Records compilation of Federal and overseas service in connection with retirement study in 1958

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(5) Total Months CIA Overseas Service subsequent to 30 June 1958 (obtained only on those individuals with 25 or more months overseas service as of 30 June 1958, from Service Record Card in Position Inventory).

- b. Months of overseas service in (4) and (5) were combined to give estimated total overseas service of the individual.
- 5. It must be realized that this method of determining employees overseas service contains many possibilities of error, some of which are:
  - a. The Position Inventory reflects information and dates on personnel actions received by it. There is no assurance that all overseas service is reflected on personnel actions or that when a personnel action shows a person to be overseas that they are actually overseas. In actual practice overseas arrival and departure dates are not reflected in personnel actions since actual dates may be in advance of, or lag behind, the dates shown on personnel actions.
  - b. The response to the Ellsworth Study in 1958 was 90% complete, therefore 10% of the Agency did not complete forms supplied to them in that study.
  - c. The information supplied in the 1958 survey was not verified. It was the individual's own statement regarding his overseas service.
  - d. For the purpose of this study it was ordinarily assumed that no one would perform more than 36 months overseas service in the 56 months between June, 1958 and January, 1963 and therefore only the records of those persons with 24 months of overseas service in June 1958 were reviewed against the Position Inventory records in order to credit them with additional overseas service.
- 6. While it is not possible to determine the overall degree of accuracy of the above, it is believed to be between 80 and 90 percent. The most accurate method of accomplishing this would be to resurvey the entire Agency, or, to have a task force search out Office of Comptroller records for this information. Both of these methods would be expensive and time consuming. Therefore, for this purpose, a method was sought which would be reasonably accurate and inexpensive in terms of man hours of a task force or time of all Agency employees.

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**Chief, Plans & Review Staff**

Attachments - A/S

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